



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

STAFF ACCOUNTANT-CONFIDENTIAL

Class No. 002402

■ CLASSIFICATION PURPOSE

To perform professional accounting work in the maintenance of financial records, audits/audit tests; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Staff Accountant-Confidential is found in the Chief Administrative Office and the Human Resources Department. This is an entry-level class in the professional accounting class series. Under direct supervision, this class is responsible for performing professional accounting work in the development and maintenance of a set of financial records; assisting higher level accountants/analyst in large audits; preparing trial balances, preparing and reviewing journal entries for accuracy and validity on accounts receivable/payable, and other general ledger accounts of average difficulty; and for performing the more routine audit tests. Incumbents are privy to highly confidential and sensitive information on internal county matters pertaining to decision making processes affecting labor relations and/or personnel and employment related transactions.

■ FUNCTIONS

The examples of essential functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Compiles, analyzes, and reconciles a variety of financial transactions, statements, and reports.
2. Reviews records of original entry regarding accounts receivable, accounts payable, expenditures, and income.
3. Audits expenditures per validation procedures.
4. Conducts departmental business, contractors, commercial, industrial, and governmental accounts audits.
5. Performs and prepares cost accounting reports.
6. Prepares trial balances.
7. Develops income statements and balance sheets for publication.
8. Processes and journalizes accounting transactions for a department or program.
9. Performs and prepares cost accounting reports regarding findings.
10. Maintains and reconciles subsidiary and control accounts.
11. Enters data and verifies all personnel transactions.
12. Makes corrections to employee records.
13. Reconciles data between ARMS and Oracle.
14. Determines configuration set-up and roles access for end-users.
15. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Accounting transactions used in controlling subsidiary account accruals, deferrals, estimated items, sales and collections, closing procedures, receivables, and payables.
- Principles and practices used in the preparation and analysis of financial reports and bank reconciliations.
- Accounting principles, theories, terminology, standards, procedures, and financial reporting, as applied to various accounting systems (e.g. cost accounting, fund accounting, budget process, appropriation, and encumbrance control).
- Principles and practices of governmental accounting.
- Accounting and business law terminology.
- Electronic data processing techniques related to accounting procedures and practices.
- Auditing principles and practices including statistics and statistical sampling.
- Mathematical techniques and concepts involved in collecting, organizing, interpreting, summarizing, analyzing, and graphically presenting numeric data.
- Impact of programs on county functions, organization and operations.
- General laws and rules regulating and influencing fiscal operations.
- The General Management System in principle and in practice.
- Various computer applications.
- Compensation Ordinance, Civil Service Rules, San Diego County Charter, ERP System Business Rules, various bargaining units, MOA's, and applicable payroll rules.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Prepare analytical accounting and audit reports.
- Develop, and document workflow policies and procedures.
- Establish and maintain fiscal records of a large county department or district.
- Interpret and apply legal and administrative concepts to accounting and auditing functions.
- Prepare comprehensive, clear, and concise accounting and fiscal reports.
- Establish and maintain cooperative working relationships within and outside of the department.
- Use various computerized financial systems and adapt to changes in those systems.
- Analyze and interpret various financial reports.
- Learn/adapt to new computerized programs.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in adverse situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: a bachelor's degree from an accredited college or university in accounting or a closely related field such as finance, business administration, or economics, with at least 12 semester or 18 quarter units of accounting from among the following courses; Principles of Accounting, Intermediate Accounting, Advanced Accounting, Fund Accounting, Cost Accounting, or Auditing.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of neck. Frequent: standing, sitting, bending and stooping, twisting of waist, side-to-side turning of neck; fine finger dexterity to operate keyboards and writing materials.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

May be a member of team/department with responsibility for sponsorship of Enterprise Planning Resource (ERP) software applications in support of countywide operations of: human resource management; time keeping and reporting; payroll; accounts payable; and accounts receivable.

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Certification/Registration

A California CPA Certificate will be considered as meeting the education requirement.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: July 22, 2005
Revised: November 29, 2006